

RECORDS RETENTION SCHEDULE

가 면 Philip Morris Incorporated 면 Headquarters Services Records Management 된 PERATING COMPANY					
PERATING COMPANY ILIP MORRIS INT'L	DEPARTME DIR O	NT F FIN/TR	REASURER	LOCATION 120 PARK AVENUE	
			RETENTION PERIOD		
ECORD TITLE	ON-SITE OFFICE QRSA		OFF-SITE CARLSTADT	TOTAL	REMARKS
LANCE SHEETS	. PER			PER	TIATION TO THE PARTY OF THE PAR
NK FILES	CUR+1	,	\$ 3	CUR+7 4	
RONOLOGICAL FILES	CUR+2		5	CUR+7	
UNTRY FILES	CUR+3		4	CUR+7	
PARTMENTAL FILES	CUR+1		4	CUR+5	
CHANGE FILES	PER		5	PER	
DGING FILES	CUR+2		5	CUR+7	
VESTMENT/LOAN FILES	PER			PER	
AF BILLING FILES	CUR+1		3	CUR+4	
OJECT FILES	CUR		3	CUR+3	
FERENCE FILES	CUR			CUR	

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R-Current Year

1-Permanently

2-Until Superceded

1-Until Terminated

SA-Quick Retrieval Storage Area-100 Park Avenue

AUTHORIZATION

Department Management

Records Management (

Department ..

Legal Counsel



RECORDS RETENTION SCHEDULE

Philip Morris Incorporated Headquarters Services Records Management

PERATING COMPANY LILIP MORRIS INT'L	DEPARTMI DIR		REASURER	LOCATION 120 PARK AVENUE		
	ON-SITE		RETENTION PERIOD OFF-SITE			
ECORD TITLE	OFFICE QRSA		CARLSTADT	TOTAL	REMARKS	
OT PURCHASE FILES	CUR+1		5	CUR+6		
EASURY FILES	CUR+1		. 5	CUR+6	·	
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			I A C			
Y TO CODES	AUTHO	RIZATION			14/88	
R-Current Year 3-Permanently		ment Manager			Date 10 9 8	
P-Until Superceded 3-Until Terminated	Departi	s Managemen ment	"() hyllis !	Lowart	Date 10 6 88	
SA-Quick Retrieval Storage Area-100 Park Av		ounsel	Jan F. Bree	Date 10/1-188		

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